



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT MEDICAL SERVICES ADMINISTRATOR

Class No. 004102

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■ CLASSIFICATION PURPOSE

Under administrative direction, to coordinate assigned areas of the medical services program in the multi-facility detention system in the Sheriff's Department or in a clinical services program within the Health and Human Services Agency; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This management class is found in the Sheriff's Department, Medical Services Section, and in the Health and Human Services Agency. Under direction the incumbent is responsible for general medical services administrative responsibilities, and may act in the absence of the Administrator.

■ FUNCTIONS

**The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Assists in the administration of the Detention Medical Services program or in a clinical services program.
2. Develops and implements policies, services and procedures for integrated medical systems or programs.
3. Develops and implements a quality assurance system to ensure compliance with medical protocols.
4. Directs professional nursing, pharmacy, medical records personnel, and clinic staff through subordinate supervisors.
5. Monitors staff activities and contracted program activities to ensure program compliance with applicable State laws and regulations.
6. Maintains relationships with senior staff in the Sheriff's Department or the Health and Human Services Agency.
7. Reviews, analyzes and interprets proposed and adopted legislation related to medical and nursing care in correctional institutions or related to HIV/AIDS and other clinical services.
8. Establishes and maintains medical information system.
9. Assists with the annual program budget and monitors expenditures.
10. Manages personnel activities.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Medical services planning, evaluation and assessment for correctional or service institutions.
- County and State laws, regulations and codes, governing the delivery of medical services in a correctional institution, clinical setting or in the delivery of HIV/AIDS services.
- Principles and practices of public and personnel administration.
- Policy development and implementation.
- Contract negotiation.
- Budget preparation and administration.
- Management information systems.

- Knowledge of the General Management System (GMS) in principle and in practice.

Skills and Abilities to:

- Understand and use medical terminology.
- Effectively solve problems that are sensitive medically and politically.
- Effectively communicate in oral and written form.
- Identify problems, secure relevant information and identify alternative solutions.
- Coordinate health care services in detention facilities, contract facilities and hospitals.
- Assist in the management and administration of a major program involving personnel and budget.
- Supervise professional medical staff in providing health care.
- Communicate and work effectively with members of the medical profession, law enforcement staff, and community agencies.
- Act as an effective representative for the County of San Diego and apply an optimum level of customer service when interacting with professional staff, law enforcement staff, subordinates, employees, and the public.
- Prepare written and statistical reports.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's or master's degree or certified equivalency for foreign studies in Nursing, Public Health, Business Administration, Public Administration or a closely related field; AND,
2. Six (6) years of experience coordinating medical service delivery, three (3) years of which must have been in an institutional or in a community agency setting.

**Note:** Additional years of relevant experience may substitute for the education requirement on a year for year basis. The required experience must have included medical service administration with responsibility for budget administration, contract negotiations and coordination of professional medical staff. A current California Registered Nurse license is desirable, but not required.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Continuous upward and downward flexion of neck.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their personal vehicle.

Certification/Registration

None required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: July 13, 1990**  
**Revised: January 18, 2001**  
**Reviewed: Spring 2003**  
**Revised: March 22, 2004**  
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